



KANSAS REAL ESTATE COMMISSION

Three Townsite Plaza
120 SE 6th Avenue, Suite 200
Topeka, Kansas 66603-3511
www.krec.ks.gov (785)296-3411
Fax: (785)296-1771 krec@ks.gov

LICENSE STATUS CHANGE (Active or Inactive) REL-310

This form is fillable online

DEACTIVATION (Change to Inactive Status)

Name

License Number

Status

- ☐ I am placing my license on inactive status. I understand I must continue to renew my license in order to avoid its expiration.
- Update my email address to:

Action Required

Fee \$0.00. Complete Company Info on Page 2 and secure signatures of Licensee and Supervising/Branch Broker. Return the Original wall license to KREC. Alternatively, email or fax the License to KREC marked "Cancelled" and signed and dated by the Supervising/Branch. (File Reactivation within 2 years to avoid additional education and exam requirements.)

REACTIVATION (Change to Active Status)

Name

License Number

Please answer the following:

- ☐ I am Reactivating my license
- Update my email address to:

Action Required

Fee \$15.00- Complete Credit Card form attached or submit check or money order payable to KREC.
Continuing Education on record for immediate past renewal date. If on inactive 2 or more years, six hours for each full year of inactive status. If on inactive status 5 or more years, re-take the licensure exam in addition to the CE hours and attach a copy of the passing score report.

1. Since the issuance of your license or your last renewal, whichever is more recent, have you been convicted of any misdemeanor or felony offense, or received a diversion or suspended imposition of sentence for a misdemeanor or felony, or is there any misdemeanor or felony charge(s) now pending against you?

☐ YES ☐ NO

If "yes", fill in the blanks below *and* the Explanation section on page 2.

Date: _____

Offense: _____

Court Location: _____ Case No: _____

Unless previously submitted, include copies of the ticket, conviction or sentencing order, diversion agreement, probation order, and release from probation or diversion. (attach supplemental sheets if needed)

2. Since the issuance of your license or your last renewal, whichever is more recent, except for disciplinary action against your license by KREC, has there been a denial, revocation, suspension, voluntary surrender, or any other disciplinary action taken by the State of Kansas or any other jurisdiction against any professional or occupational license held by you?

☐ YES ☐ NO

If "yes" fill in the blanks below *and* the Explanation section on page 2.

Jurisdiction: _____

Discipline Dates: _____

Unless previously submitted, attach a copy of disciplinary order. (attach supplemental sheets if needed)

3. Have you performed any activities requiring a real estate license in Kansas since the date your license was changed to Inactive status?

☐ YES ☐ NO

If "yes", fill in the explanation section on page 2. Describe your activities, including all listings, pending and closed transactions. Include the date of the listing, the date of the contract, the names of the parties to the contract, and the status of the transaction. (attach supplemental sheets if needed)

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|---|---|---|

EXPLANATION SECTION - For "YES" answers to Reactivation Questions 1, 2, or 3.

COMPANY INFORMATION – (For Deactivation from, or Reactivation to)

| | | | |
|----------------|-------|----------------|----------------|
| Company Name | | Company Number | Franchise Name |
| Address line 1 | | | |
| Address line 2 | | | |
| City | State | Zip | County |

LICENSEE SIGNATURE

SIGNATURE _____

DATE SIGNED _____

Note: In lieu of the licensee signature above, a copy of the correspondence sent to the licensee informing them of deactivated status may be attached.

TERMINATING BROKER SIGNATURE - if Deactivating a license

I certify that I will no longer act as supervising/branch broker for the above named licensee

SIGNATURE _____

DATE SIGNED _____

NEW SUPERVISING/BRANCH BROKER SIGNATURE - if Reactivating a license

I hereby accept the responsibilities of supervising/branch broker for the above named licensee.

NOTE: If the licensee holds a **Restricted** license and if the terms require it, the proposed new broker must include a letter or email to the Commission stating they have read the restriction Order and are willing to supervise the licensee on a Restricted basis. If approved, an Order modifying the Restriction must be issued before the reactivation is processed.

SIGNATURE _____

DATE SIGNED _____

| | |
|---------------------|--|
| Initials: _____ | COMMISSION USE ONLY |
| Date Entered: _____ | Fee: \$ _____ Deposit Date: _____ Notes: _____ |

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CREDIT CARD PAYMENT INFORMATION

FOR REACTIVATION ONLY (change to Active status)

\$15.00 reactivation fee plus **\$0.38** credit card processing fee

| | | |
|---|---|--|
| Licensee Name: | Card Holder: (if different than licensee) | Email Address: (optional/for electronic receipt) |
| Card Number: | Expiration Date: | Zip Code: |
| Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover | | |

Submit to the Kansas Real Estate Commission by:

Email: krec@ks.gov or Fax: 785-296-1771

After processing your payment, this document will be shredded.

If you prefer to provide your credit card information by phone, call 785-296-3411.